



Animal and Plant Health Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

APHIS eFile

Guidance for Requesting an Animal Care (AC) Live Dog Import Permit

Version 5.0
May 2026

WELCOME!

USDA APHIS Animal Care (AC) has an online system to request Live Dog import permits.

This user guide will take you through the process of creating and submitting a request for a permit, responding to the AC Live Dog Import team's requests for clarification, and accessing your issued permit.

If you need help with your application, contact:
Animal Care, Live Dog Import Team
(816) 737-4223 or
ac.dogimport.mailbox@usda.gov

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I AM AN APPLICANT

I want a permit to import a live dog into the United States.

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Step 1: Sign into APHIS eFile

Navigate to <https://efile.aphis.usda.gov/s/> using **Google Chrome** for the best results. All steps may not properly function in other web browsers such as **Microsoft Edge and Safari**.

Changes To Login Credentials: Signing into eFile requires a login.gov credential, which is issued to an individual person.

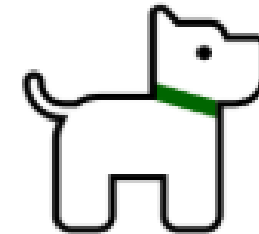
For users who previously used USDA eAuthentication login, you **MUST** link your login.gov to your existing eAuth credential when setting up your account. Users who complete this step successfully will not need to repeat identity-verification. Users with multiple eAuth accounts should be sure that the username/password they are linking to login.gov is the account currently used to access their applications and permits.

More information, including how to request help with login.gov, can be found [**here**](#).

Step 1: Sign into APHIS eFile (cont'd)

Under the Ready to Apply section, choose the **Live Dogs Permit** and then select **“Get Started”**.

You can also use the **Live Dog Information Card (with dog)**. Click on the hyperlink **“Animal Care Permitting Assistant”** to begin the application process.



Do you import live dogs for adoption or resale?

Check out our [Animal Care\(AC\) Permitting Assistant](#).

Step 2: Complete the Animal Care (AC) Permitting Assistant

After completing the Animal Care (AC) Permitting Assistant, you can view the questions and outcomes you provided and decide if you will need to go back and change your answers.

Question/ Example Answers

- 1 Select one of the options below to begin the first phase of the application process. **Import**
- 2 What are you importing? **Live Animals, Embryos, Semen and Cloning Tissue**
- 3 What are you importing? **Dogs**
- 4 Please select the Country of Origin **Afghanistan**
- 5 Please select the US state/province of destination **Alabama (AL)**
- 6 Please select the applicable option **For resale or adoption.**
- 7 Is the dog imported for resale or adoption for a fee? **Yes**
- 8 Will the dog be 6 months or older by the date of arrival? **Yes**
- 9 You need a permit for this request. Please click on “**show conditions**” to see if you meet the regulatory requirements for importation. To continue your application, click on the “**proceed with application**” button.

Step 2: Complete the Animal Care (AC) Permitting Assistant (cont'd)

- Select the box **“Please select an Account”**
 - Your Account is the name that you provided when you signed into APHIS eFile the first time.
 - Search for your name or account and select it.
- Select **Responsible Person** and then select the name.
- With your “Account” and “Responsible Person” selected, select **“Proceed with Application”** to begin the application process.

Please select an Account

Please select the Responsible Person

Proceed with Application **Show Conditions**

Back OR

Step 3: Enter Animal Transportation Information

Note: Required fields are noted with a red asterisk.

- * Departure Date
- * Departure Time
- * Airline or Land Transport Company
- * Destination State/Territory
- * Port of Entry
- * Proposed Date of Arrival
- * Arrival Time
- * Mode of Transport
- * Country Of Origin
- * Port of Export

If the Port of export is not listed, check the box “My Port is not listed”.

* Port If Not Listed 

My Port is not listed

After entering the transportation information, Select “**Save and Next**”.

Step 4: Enter Importer, Exporter, and Delivery Recipient Information

The **Importer and Delivery Recipient must be within the United States.** The **Exporter cannot have an address within the United States.**

There are two options to enter in data for the Importer/Exporter/Delivery Recipient. You can enter a new contact card or select a card you previously created.



Instructions

Choose from your contact list the individual who is the Importer, OR create a new contact to use instead.

* Importer

Find a Importer

Or

Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

- To Find Previous Recipients: Use the search bar to search for the name, organization, or email for the Importer/Exporter/Delivery recipient, then click the **“Select as Importer”** button.
- For New Recipients: Click the **“Create New Contact”** Button and enter the recipient contact information

Note: One Importer, Exporter, and Delivery Recipient must be added to the application.

Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

To Create a new contact, select the **“Create New Contact”** button.

Enter your Importer/Exporter/Delivery recipient contact information

- * First Name
- * Last Name
- * Title
- Fax Number
- * Street Address
- * City
- Postal Code
- * Email Address
- * Phone Number
- * Organization Name
- * Country
- State/Province

Note: Required fields are marked with a red asterisk.

Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

When creating or selecting an existing contact for Exporter and Delivery Recipient, repeat steps on pages 10-12.

If you need to make changes in the contact, select **“Edit”**.

- When complete, select the **“Save and Next”** button to proceed to the next step, **Animal Information**.

The screenshot shows a web form with two main sections: "Importer Details" and "Exporter Details".

Importer Details:

- Instructions: "Choose from your contact list the individual who is the Importer, OR create a new contact to use instead."
- Field: "Importer" (required).
- Search: "Find a Importer" with a search box "Enter name, organization, or email" and a "Create New Contact" button.
- Contact Card: "karen smith" (supplier) with an "Edit" button. Mailing Address: "www", "United States of America", "charlotte, North Carolina (NC) 28213". Email: "ssss@aol.com". Button: "Select as Importer".

Exporter Details:

- Field: "Exporter" (required).
- Contact Cards: Two cards for "aa aa" (aa) with "Edit" buttons. Mailing Address: "aa", "aa 12345", "United Kingdom". Email: "aa@aol.com". Button: "Remove Exporter". The right "Edit" button is highlighted with a red box.

Navigation buttons at the bottom: "Back", "Save", and "Save and Next" (highlighted with a red box).

Step 5: Enter Animal Information

In the **Animal Information** section, enter as many dogs as you intend to import.

- Select the “**Add a Dog**” button to begin the process.
- In the **Animal Details** section, enter in all required information.
- Select “**Add**”.
- After adding the dog's information, the “**Upload Document**” button will become available.

Step 6: Upload Additional Documents

- Selecting the “**Upload Documents**” button opens a new browser tab.
- Select **Document Type** drop-down to display a list of upload options for the dog you are importing:
 - **Health and Rabies Certificate** – Select this option if both the health and rabies certificate are in one file (APHIS 7041 Form).
 - **Health Certificate** – Select this option to upload a health certificate (separate file).
 - **Rabies Certificate** –Select this option to upload a rabies certificate (separate file).
 - **Optional:** Any additional documents unrelated to the two required documents.

Step 6: Upload Additional Documents (cont'd)

- Select the “**Upload Files**” button to upload documents.
- Choose the file from your desktop that corresponds to the Document Type you’ve chosen.
- After your file has been successfully uploaded, a green checkmark will appear next to the uploaded file.
- Select “**Done**”.
 - Select “**Add file**”
 - To upload any additional documents, select the “**Upload Document**” button.

Note: *To delete an uploaded document, select the trash can icon.*

Step 6: Upload Additional Documents (cont'd)

- Once all documents are uploaded, select “**Save**”.
- To add an additional dog, repeat step 5 (slide 14). Once you're finished adding animal details, select “**Save and Next**”.

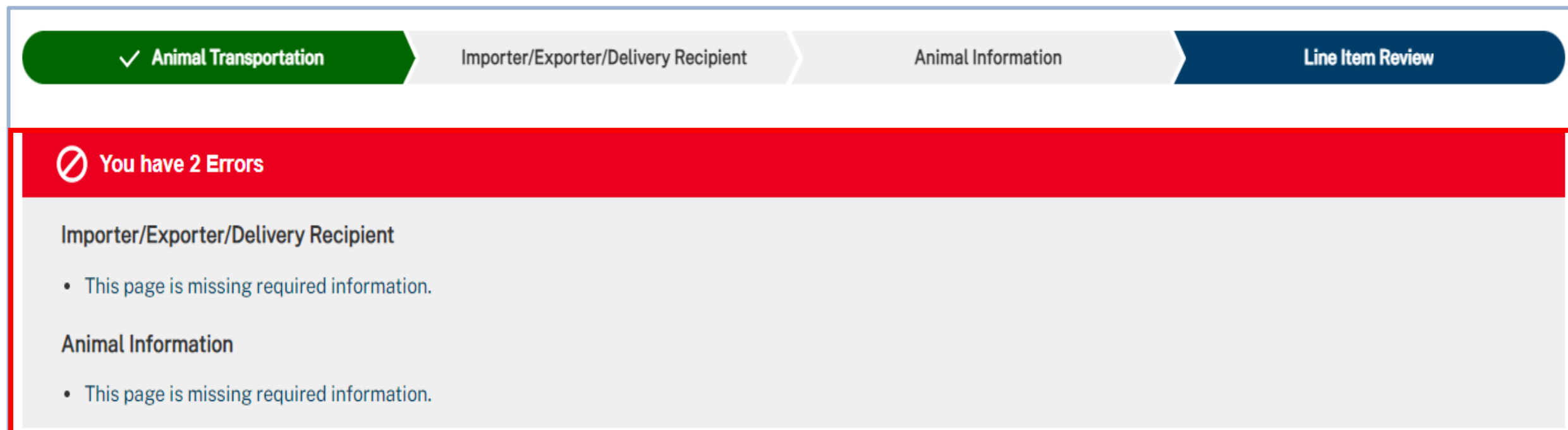
Step 7: Review Line Items

Ensure all necessary sections are completed before submitting your application.

Then return to each section of the application that the system tells you to update.

A message will display for any missing information that you must provide before submitting the application.

- Click on the error hyperlink, which will bring you to the direct page of the missing information.



The screenshot shows a progress bar at the top with four steps: 'Animal Transportation' (green, checked), 'Importer/Exporter/Delivery Recipient' (grey), 'Animal Information' (grey), and 'Line Item Review' (dark blue). Below the progress bar is a red banner with a white error icon and the text 'You have 2 Errors'. Underneath the banner, two error messages are listed: 'Importer/Exporter/Delivery Recipient' and 'Animal Information', each followed by a bullet point stating 'This page is missing required information.'

If there are no errors, scroll to the bottom of the page and click on the continue button.

Step 7: Review Line Items (cont'd)

Once complete, the Line Item status will change to “Ready to Submit” at the top of the page.

Select “Save and Submit”.

Animal Care Live Dogs Import Application
Application Number: A-0000239544 Line Item Number: LN-0000237400 **Line Item Status: Ready to Submit**

✓ Animal Transportation ✓ Importer/Exporter/Delivery Recipient ✓ Animal Information **Line Item Review**

Animal Information

Instructions Edit
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

Animal Details

Regulated...	Dog Name	Breed_Name	Color	Date of Birth	Age	Sex	Document ...	Status
RAINF-000035...	d1	Canaan Dog	aa	May 29, 2021	0 Y 8 M	Male	Ready to Submit	Draft

Show: 10 Page 1 of 1 Total Animal Information: 1

Documents

Instructions Edit
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

Files

File Name	Parent Name	File Type	Description	Created Date
test (7).txt	RAINF-000035677	txt	Health Certificate & Rabies Vaccination Certificate	02/08/2022, 02:55 PM

Back **Save and Submit**

After you save and submit, you will be directed to the line item review page.

If there are no errors, scroll down and click on the “Continue” button to go to the submit for approval page.

Step 8: Submit Application

Once you've finished entering the required information for all the Line Items you wish to import, select the **"Submit for Approval"** button to submit your application for processing.

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Information

Once you've finished entering the required information for all the Line Items you wish to import, select the "Submit for Approval" button to submit your application for processing.

Application Line Items

Name	Organism	Status	Action
LN-0000687870	Dogs	✓ Ready to Submit	Item Details

Authorizations

Name	Auth Type	Status
------	-----------	--------

Application Details

Application Number: A-0000739997
Application Type: New
Application Name: USDAeFile Applicant3
Application Email: test@test3.com
Application Phone: (202) 444-5555
Application Fax:
Organization: USDAeFile Applicant3 Account
Sharing Account: USDAeFile Applicant3 Account
Status: Open
Withdrawn By:
Withdrawn Date/Time:
Applicant Address: Virginia, 22209, United States
U.S. Address: Virginia, 22209, United States
Created By: USDAeFile Applicant3 (Deactivated)
Created Date: 05/12/2026
Last Modified By: APHIS Integration User
Last Modified Date: 05/12/2026

I certify as the applicant or as an authorized representative of the individual/organization listed on this application, that the information in this application is true and accurate to the best of my knowledge, and as a condition of its issuance, the restrictions/permit conditions/performance standards and precautions/safeguards specified in the permit or in the notification acknowledgement will be followed. I further understand that providing false information is a violation of U.S. Federal Laws.

Submit for Approval

I want to access and respond to the AC Live Dog Import team's feedback on my application.

- Step 1: Checking Status and Resubmission of Applications**
Page 22
- Step 2: View and Take Action**
Page 23
- Step 3: Review Line Items**
Page 24
- Step 4: Resubmit Application**
Page 25

Step 1: Checking Status and Resubmission of Applications

If your application is **Submitted**, and you want to track its status or address Applicant Actions Required from an email you received:

Select the “**Applicant Action Required**” button to easily access the application needing updates.

Search for your application.

Select the “**View Details**” button on the application.

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HOME | GUIDE ME | MY ACTIVITY

Welcome to APHIS eFile

Apply and manage your APHIS applications, registrations, permits and licenses.

Ready to Apply?
Start here if you already know what license, registration or permit type you need.

Select an option

Your Activity

Applicant Action Required 7

Draft 112

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HOME | GUIDE ME | MY ACTIVITY

My Activity

Search your activity

Filters Applied (2)

Showing 7 of 226 items Select an option

Applicant	Regulated Article	Started	Status	Action
Leslie Knope	Dogs	03/02/2021	Waiting on Customer	<input type="button" value="View Details"/>
Leslie Knope	Dogs	02/01/2021	Waiting on Customer	<input type="button" value="View Details"/>
Leslie Knope	Dogs		Waiting on Customer	<input type="button" value="View Details"/>

Step 2: View and Take Action

Note where the Animal Care team has requested updates:

- For **Action Required**, navigate to Animal Transportation and make updates.
- For **Importer/Exporter/Delivery** and **Animal Information**, navigate to each section, and select each record to review instructions and make updates.

The screenshot shows a progress bar with four steps: 'Animal Transportation' (green, checked), 'Importer/Exporter/Delivery Recipient' (grey), 'Animal Information' (grey), and 'Line Item Review' (dark blue). Below the progress bar is a red error banner that reads 'You have 2 Errors'. Underneath the banner, two error messages are listed: 'Importer/Exporter/Delivery Recipient' and 'Animal Information', both with the message 'This page is missing required information.'

Step 3: Review Line Items

Once you have addressed all comments, review all changes for completeness and adherence to requirements on the Line Item Review page.

Select **“Continue”**.

Progress bar: ✓ Animal Transportation | ✓ Importer/Exporter/Delivery Recipient | ✓ Animal Information | ✓ Line Item Review

Action Required

Section	Name	Instructions	Go To
Importer/Exporter/Delivery Recipient	*First Name *Last Name	you should only have one delivery recipient	More Information

Animal Transportation

Instructions Edit

Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

Departure Date	2022-03-09	Proposed Date of Arrival	2022-03-09
Departure Time	01:00	Arrival Time	02:00

Animal Information

Instructions Edit

Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

Animal Details

Regulated...	Dog Name	Breed Name	Color	Date of Birth	Age	Sex	Document ...	Status
RAINF-000008...	juan	Poodle (Miniat...	brown	Mar 7, 2006	16 Y 0 M	Male	Ready to Submit	Draft
RAINF-000008...	yabdadadoo	Cane Corso (Ca...	rainbow	Feb 5, 2002	20 Y 1 M	Male	Ready to Submit	Submitted

Documents

Instructions Edit

Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

Files

File Name	Parent Name	File Type	Description	Created Date
health & rabies TEST.pdf	RAINF-000008332	pdf	Health Certificate & Rabies Vaccination Certificate	03/04/2022, 12:52 PM
health & rabies TEST.pdf	RAINF-000008303	pdf	Health Certificate & Rabies Vaccination Certificate	03/02/2022, 04:16 PM

Back Continue

Step 4: Resubmit Application

The **Application Details** page is a summary page to review all information before submitting for approval.

- Scroll down on the Application Details page.
- Agree to the statement by selecting the “**I Certify**” checkbox.
- Select “**Submit for Approval**”. Your application will be resubmitted for approval.

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Information

Once you've finished entering the required information for all the Line Items you wish to import, select the "Submit for Approval" button to submit your application for processing.

Application Line Items

Name	Organism	Status	Action
LN-0000687870	Dogs	✓ Ready to Submit	Item Details

Authorizations

Name	Auth Type	Status
------	-----------	--------

Application Details

Application Number: A-0000739997
Application Type: New
Application Name: USDAeFile Applicant3
Application Email: test@test3.com
Application Phone: (202) 444-5555
Application Fax:
Organization: USDAeFile Applicant3 Account
Sharing Account: USDAeFile Applicant3 Account
Status: Open
Withdrawn By:
Withdrawn Date/Time:
Applicant Address: Virginia, 22209, United States
U.S. Address: Virginia, 22209, United States
Created By: USDAeFile Applicant3 (Deactivated)
Created Date: 05/12/2026
Last Modified By: APHIS Integration User

I certify as the applicant or as an authorized representative of the individual/organization listed on this application, that the information in this application is true and accurate to the best of my knowledge, and as a condition of its issuance, the restrictions/permit conditions/performance standards and precautions/safeguards specified in the permit or in the notification acknowledgement will be followed. I further understand that providing false information is a violation of U.S. Federal Laws.

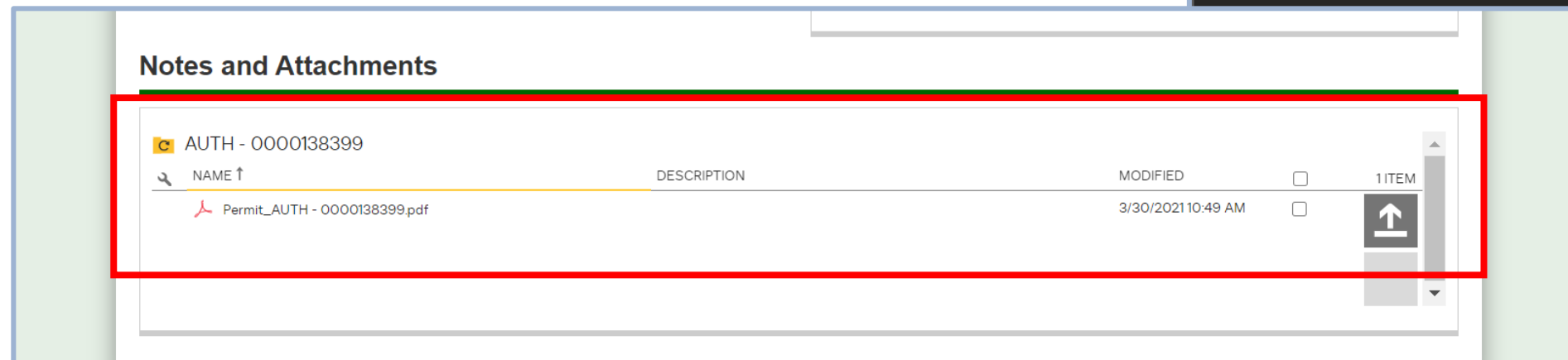
Submit for Approval

I want to access my permit to import live dogs.

- Option 1: Access Your Issued Permit From Email**
Page 27
- Option 2: Search for and Access Your Issued Permit**
Pages 28 - 29

Option 1: Access Your Issued Permit From Email

- Once you receive an email that your permit has been issued, you can locate your issued permit by selecting the **link** from the email.
- After logging in with your Login.gov account, this will take you directly to your **Application Details** page, where you will find your issued permit within the **Notes and Attachments** section.



Option 2: Search for and Access Your Issued Permit

You can also access your Issued permit by using the My Activity page or View All Activity button from your APHIS eFile homepage.

- Select **“View All Activity”**.
- Search for your Authorization.
- Select **“View Details”** from your Application card.

The screenshot displays the APHIS eFile homepage. The header includes the USDA logo and navigation links. The main content area features a 'Welcome to APHIS eFile' banner and a 'Ready to Apply?' section. Below this, the 'Your Activity' section shows two cards: 'Applicant Action Required' (7) and 'Draft' (112). A red box highlights the 'View All Activity' button on the Draft card. To the right, a search results panel is shown with a search bar containing '0000278872'. The search results show 'Showing 1 of 348 items' and a 'Display recent' dropdown set to 'Last 30 Days'. A red box highlights the search bar and the first search result card. The search result card includes a 'View Details' button and a table with the following data:

Permittee	Regulated Article	Issued	Effective	Expires	Status
Nat Test USDAeFile Applicant-2	Dogs	02/25/2022	03/08/2022	04/07/2022	Issued

Option 2: Search for and Access Your Issued Permit (cont'd)

You are now on the **Authorization Details** page, and the Line Item status is **Submitted**.

- Locate your issued permit within the **Notes and Attachments** section.

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Line Items

Show 5 entries Search

Name	Regulated Article	Status	Action
LN-0000185482	Dogs	Submitted	Item Details

Showing 1 to 1 of 1 entries Previous 1 Next

Authorization Detail

Decision Type: Permit

Decision Status: Issued

Permit Number: 3-H3WSNOA

Application Number: A-0000182324

Authorization Number: AUTH - 0000138399

Authorization Type: Animal Care (AC)

Issued Date: 03/30/2021

Expiration Date: 09/04/2021

Applicant Information

Applicant Name: Test USDAeFile Applicant-2

Organization:

Applicant Fax:

Applicant Email: donotuse@email.com

Applicant Phone: 3235551114

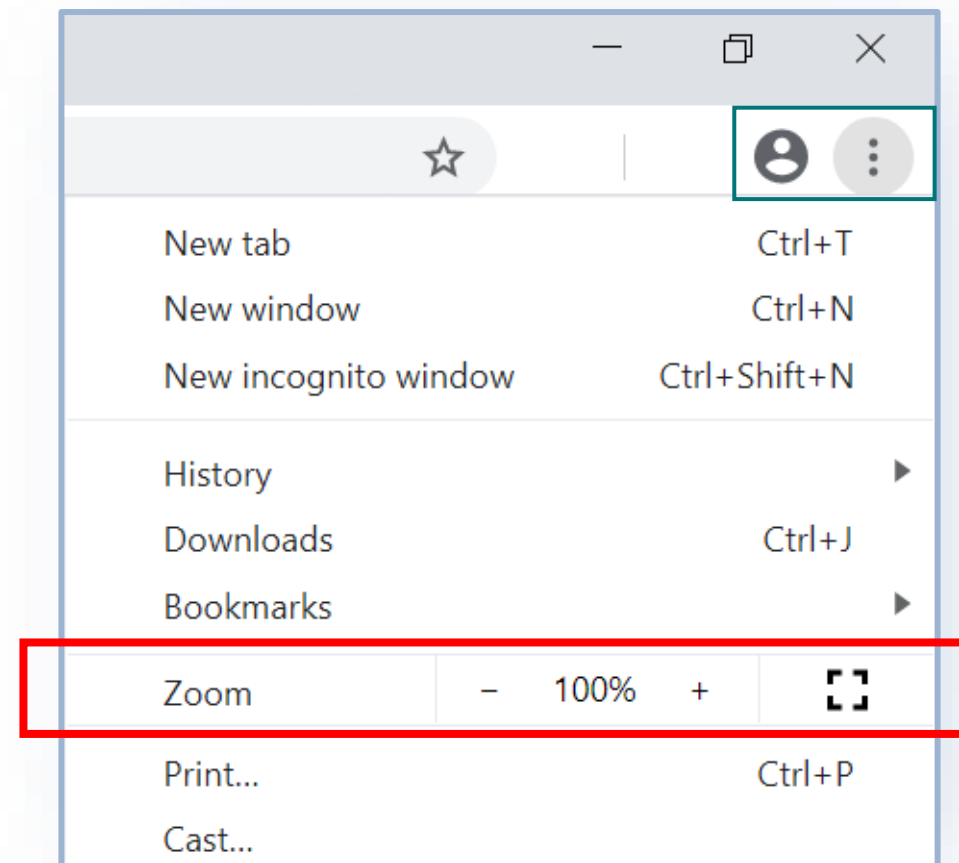
Notes and Attachments

NAME ↑	DESCRIPTION	MODIFIED	1 ITEM
Permit_AUTH - 0000138399.pdf		3/30/2021 10:49 AM	

APPENDIX

System Setup

- **Compatible browser** – For the best user experience, please use **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**
- **Emails** – Add the APHIS eFile email at no-reply.aphis.efile@usda.gov and support@salesforce.com to your address book so that automatic emails are not sent to junk.
- **Zoom** – 100%



Contact

If you need help with your **applications**, contact:

Animal Care, Live Dog Import Team

(816) 737-4223

[*ac.dogimport.mailbox@usda.gov*](mailto:ac.dogimport.mailbox@usda.gov)

If you need **technical assistance**, contact:

Help Desk

[*help@usda.gov*](mailto:help@usda.gov)